

Submitting Documents

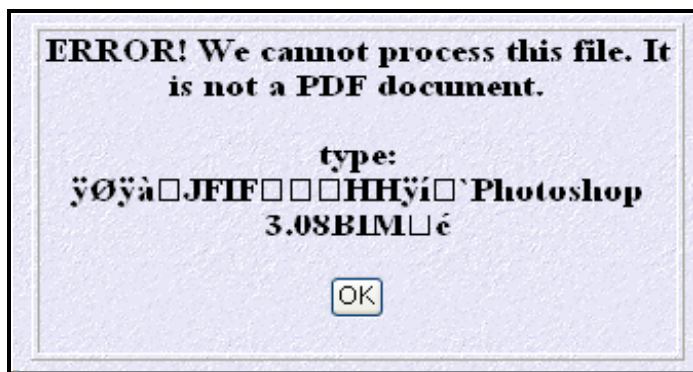
NOTE: You must have a PACER account to use ECF Phase 1. Go to pacer.psc.uscourts.gov for more information. Log into our PACER web site at pacer.gamb.uscourts.gov. Enter the case number (NOTE: use **00-00000** for new cases) and click on **Search**. Then click on **Submit Electronic Document**. You will see the following display:

The screenshot shows the 'United States Bankruptcy Court - Middle District of Georgia' header. Below it is the 'ECF Phase 1' section with the title 'Submit Electronic Document'. The 'Case Number' is '2003-31964'. The 'Select Document Type:' dropdown menu is set to 'Motion for Relief'. The 'Select File:' field is empty, with a 'Browse...' button next to it. Below these are 'Continue' and 'Reset' buttons. At the bottom, an 'IMPORTANT REMINDER' states: 'Electronic documents submitted to the Court will not be processed until the original paper document has been received by the Court.'

Select a document type. Click the “Browse” button and select the document file from your computer. **NOTE:**

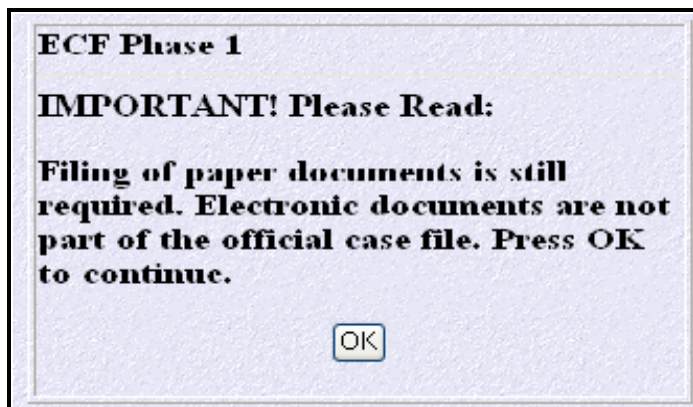
Documents must be in Adobe PDF version 5 compatible format. The “Reset” button can be used to start over.

Click the “Continue” button to submit the document. The file submitted will be verified before being accepted. You will see an error screen if a problem is found with the file. For example, a file that is not in PDF format will result in screen like the following display:



This screen tells you that the file you’ve submitted is not a PDF document. The program will try to determine the type of file and display that information also. In this example, the file submitted is a picture in Adobe Photoshop format.

If you see a screen like this click on “OK” to start over and try again. Be sure to choose a file from your computer that is in PDF format for your next submission.



If the file you’ve submitted is accepted then a confirmation screen with an informational message will be displayed.

This screen reminds you that the filing of paper documents is still required and that electronic documents are not yet a part of the official case file. Click on “OK” to continue submitting your document.

Contact Information

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Submitting Documents (continued)

Clicking “OK” on the previous screen will take you to the “Electronic Document Receipt” screen. **IMPORTANT:** A print out of this screen serves as your document receipt. You **MUST** print a copy of it and send it along with the paper version of the document. Here is what the screen looks like:

ECF Phase 1
Electronic Document Receipt
Wed Jul 28 11:03:18 EDT 2004 ----- Confirmation Number: 03_31964_226
Case Number: 03-31964
Document Type: Motion for Relief
File Upload Complete. File Size: 42743 bytes
 NOTE: A copy of this receipt **MUST** accompany the paper version of this document.
[Click here to RESET.](#)

Click the “Print Receipt” button to print the receipt. Or click on “Click here to RESET” to start over. Attach the printed receipt to the paper document and forward both to the Court. NOTE: electronic documents are automatically deleted from the Court’s computer system after ten (10) days.

Viewing Documents

Document images are available as part of the Docket Report in PACER. The Docket Report includes the title and number of the case; date filed; the judge assigned; parties and attorneys; events with document number (if applicable); links to the document images (if applicable), etc. Entries that have an associated document image will appear this way:

Date	Document	Docket Entry
7/20/04	1 <input type="button" value="View"/> (\$ 2.24)	Voluntary Petition, all schedules and statements. (Filing Fee \$ 209.00 Receipt # 13363) (hrs) [EOD 07/21/04]

Document images can be viewed by clicking on the “View” button in the docket report. The cost of viewing the document is shown beneath the button at \$. 07 per page. Clicking on the “View” button opens a new browser window and starts the viewing process. The viewer adds the charges to your account and displays a receipt.

Please note: images are in Adobe Portable Document format - the Adobe Acrobat reader is required to view them.

IMPORTANT REMINDER: Filing of paper documents is still required. Electronic documents are not part of the official case file.

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